

UNITED STATES NAVY BURIAL AT SEA PROGRAM
(Current MARCH 2010)

BURIAL AT SEA (BAS) is a means of final disposition of remains which is conducted on United States Naval vessels. The committal ceremony is conducted while the ship is deployed and family members are not permitted to attend the ceremony. The ship's Commanding Officer notifies the family of the date, time, latitude and longitude, once the committal service has been completed.

ELIGIBILITY: Individuals eligible for this program are: (1) active duty members of the uniformed services; (2) retirees and veterans who were honorably discharged; (3) U.S. civilian marine personnel of the Military Sealift Command; and (4) dependent family members of active duty, retirees, and veterans of the uniformed services.

HOW TO GET STARTED: When an individual who is eligible for BAS dies the Person Authorized to Direct Disposition (PADD) of their remains will complete the attached BAS request/authorization form and provide the necessary documentation to the appropriate Port Coordinator (see below list). Required documentation includes: (1) a photocopy of the death certificate; (2) the burial transit permit or the cremation certificate; and (3) a copy of the DD Form 214, discharge certificate, or retirement order.

CREMATED REMAINS (Cremains): Cremains must be in an urn which may be a temporary (plastic/metal/cardboard) container to prevent spillage during shipping. The cremains, along with the completed BAS form and documentation will be forwarded to the desired BAS Port Coordinator (see below list) for disposition. Prior to shipment, the PADD should contact the Port Coordinator by telephone and notify them that the cremains have been mailed. The packaged cremains should be sent via certified mail, return receipt requested.

INTACT REMAINS (Casketed): Specific guidelines are required for the preparation of casketed remains for burial at sea. The remains must be in a metal casket. All expenses are the responsibility of the PADD, who must select a receiving funeral home in the area of the port of embarkation. Remains will not be shipped to a receiving funeral home until the Port Coordinator, has assigned a ship and received an anticipated embarkation date from that ship. The Port Coordinator will notify the PADD regarding shipping the remains to a receiving funeral home to allow sufficient time for casket preparation. Only at that time will the remains, the request form and the supporting documents be forwarded to the receiving funeral home. Once the receiving funeral home receives the remains, the Port Coordinator will inspect and complete the checklist associated with those remains. Funeral homes that prepare and ship intact remains should contact Navy-Marine Corps Mortuary Affairs, Millington, TN to receive preparation requirements. **NOTE:** Only the Norfolk and San Diego ports for embarkation accept intact casketed remains.

PORTS OF EMBARKATION/COORDINATORS

NORFOLK, VA

Commander
Naval Medical Center
ATTN: Code 0210C
620 John Paul Jones Circle
Portsmouth, VA 23708-5100
Phone: (757) 953-2617/2618

JACKSONVILLE, FL

Branch Medical Clinic
Post Office Box 280148
Naval Station
Mayport, FL 32228-0148
Phone: (904) 270-4285

HONOLULU HI

Navy Liaison Unit
Tripler Army Medical Center
Tripler AMC, HI 96859-5000
Phone: (808) 577-7590

SAN DIEGO, CA

Naval Medical Center
Decedent Affairs Code: BUB
34800 Bob Wilson Drive
San Diego, CA 92134-5000
Phone: (800) 290-7410

BREMERTON, WA

Commanding Officer
Naval Hospital Bremerton
Code: 015-BAS/HP0
1 Boone Road
Bremerton, WA 98312-1898 Phone: (360) 475-4392

If you have questions about the Burial at Sea program, feel free to contact Navy-Marine Corps Mortuary Affairs at 1-866-787-0081 and follow the voice menu.
Email: NAVMORT@navy.mil

BURIAL AT SEA REQUEST / AUTHORIZATION FORM
(Current MARCH 2010)

To Whom It May Concern:

This is to certify that I: _____, am the Person Authorized to Direct Disposition (PADD)
(Full Name of Requester)

for the: Remains / Cremains of my: _____, _____
(Relationship) (Full Name of Deceased)

_____, _____, _____, _____
(SSN) (Service) (Rank) (Status)

on: _____
(Date)

in: _____. The cause of death was: _____
(City and State) (As Listed on the Death Certificate)

I request Burial at sea and hereby authorize the committal to sea of the Remains / Cremains from a Naval Vessel.

If at all possible, I would like to request the selected religious service be provided during the committal service:

Catholic / Protestant / Jewish / Other (Please Specify) _____

For other than current active duty personnel, I understand, it is my responsibility to pay all expenses incurred for the remains, to include: preparation and casketing, or cremation and inurnment, plus delivery, to the selected port of embarkation. In the case of casketed remains, I understand I must engage a receiving funeral home in the area of the port, to prepare the casket for committal at sea.

The dates of military service: from: _____ until: _____, as confirmed by the attached documentation.

Required documentation to support the completed letter of request/authorization for BAS, signed by the PADD:

(1) photocopy of death certificate, (2) burial transit permit or cremation certificate, (3) copy of the DD Form 214, discharge certificate or retirement orders.

(Signature of Requester)

(Printed Name of Requester)

(Complete Address)

(Phone Number)

(Signature of Witness)

(Printed Name of Witness)

(Complete Address)

(Phone Number)

CHECKLIST FOR INTACT / CASKETED REMAINS
(to be completed by a representative for the Port Coordinator)

Name (Deceased): _____ SSN: _____ Rank/Rate: _____

Branch of Service: Navy / USMC / Air Force / Army / Other Status: AD / Ret / Vet / Depn. FM

Preparing / Shipping Funeral Home: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____ Fax: _____

Point of Contact: _____, Remains are being shipped in a state of preservation to ensure no

odorous emissions/decomposition for a period of at least 60 days. Signature/Certification by representative of
the shipping Funeral Home: _____, Date: _____, Documentation Forwarded: Y / N

Receiving Funeral Home at Port: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____ Fax: _____

Point of Contact: _____, Required Documentation Received: Y / N

<i>Areas of Inspection</i>	<i>Date</i>	<i>Initials</i>
1. The remains have been received in a state of preservation to ensure no odorous emissions or decomposition for a period of at least 60 days.		
2. The remains are in a metal casket and all seals normally designed to inhibit the penetration of external elements into the casket have been removed.		
3. Casketed remains must weigh at least 300 pounds. Sandbags may be used for additional weight and when placed inside the foot-end of the casket, will ensure "feet first" sinking.		
4. The casket is banded with a minimum of six (6) nylon or metal bands, at least 3/4 of an inch wide. The bands are placed: two around the head panel, two around the foot panel, one lengthwise, over and under, head to foot, and one horizontally head to foot.		
5. A total of 20, two-inch holes have been drilled in the casket. The holes are spaced to ensure there are four holes in the head panel; four in the foot panel; eight holes in the bottom and two in each end.		

INSPECTION CERTIFICATION

Location of Inspection: _____

Funeral Director Present at Inspection: (Please Print) _____

(Signature)

(Date)

Name of Command of Naval Inspector (Print Please)

(Signature)

(Date)

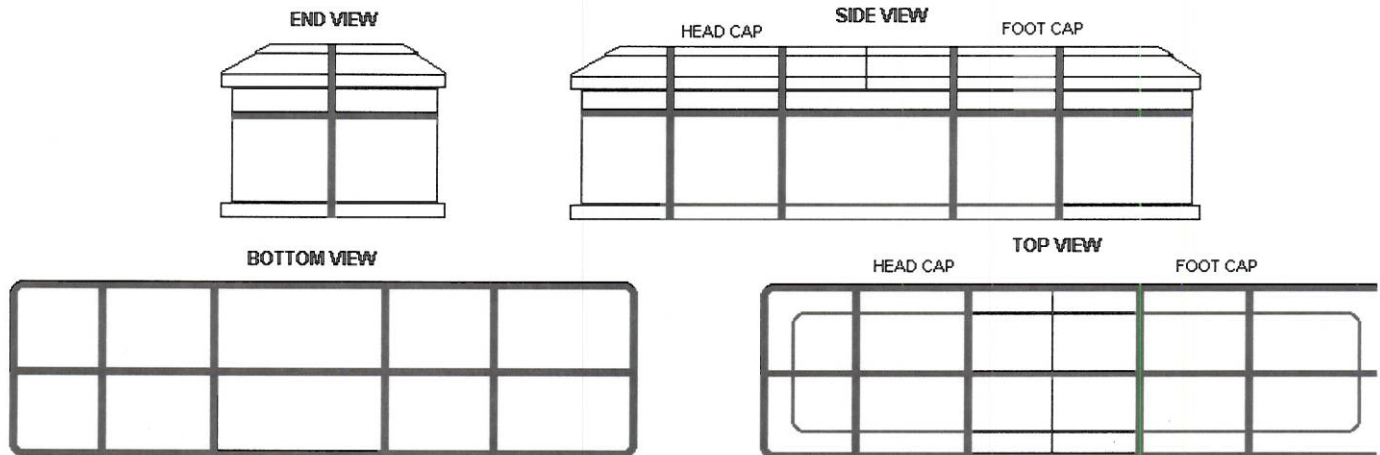
GUIDELINES FOR CASKET PREPARATION

WEIGHTING

Add 150 lbs. of weight to the foot-end of the casket to ensure "feet first" sinking. Sandbags are best. However if lead weights are used, secure them to the inside of the casket to avoid them shifting around and causing excessive noise.

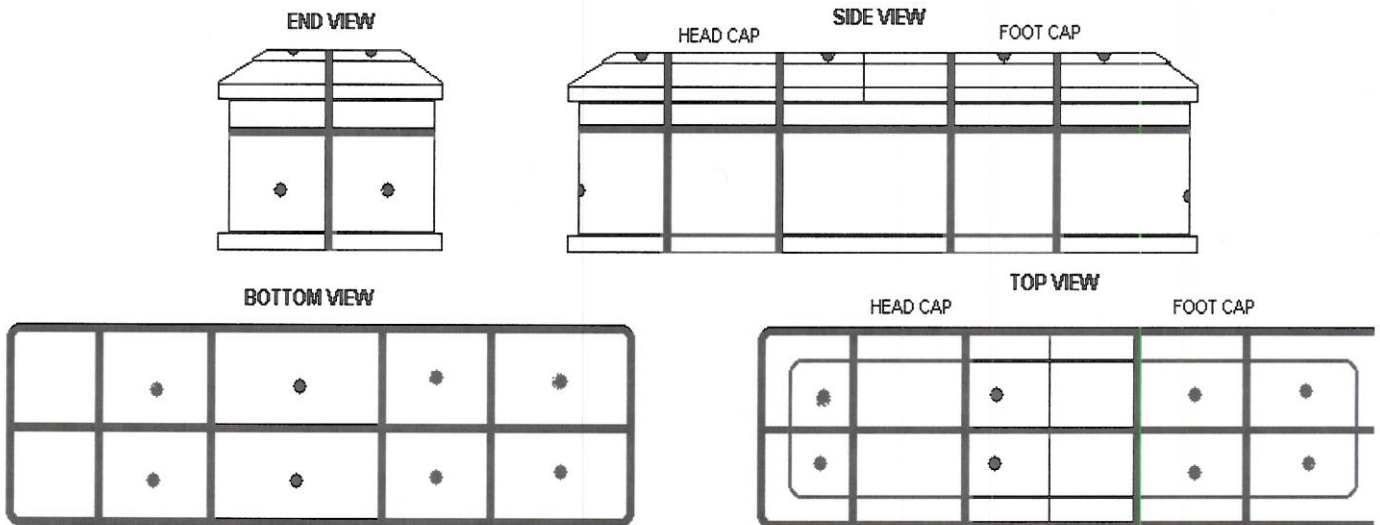
BANDING

The casket is to be banded with a minimum of six (6) nylon or metal bands, at least $\frac{3}{4}$ of an inch wide. The bands are to be placed: two around the head panel; two around the foot panel; one lengthwise, head-to-foot; and one horizontally around the sides. **NOTE:** Ensure bands are placed under the casket handles to allow continued use of handles.



HOLES

A total of 20 holes, 2-inches in diameter, are to be drilled in the casket. There are to be eight holes in the top of the casket, with four in the head panel; four in the foot panel; eight in the bottom; and two in each end.



If you require additional guidance for preparation of the casket, please don't hesitate to contact the Navy-Marine Corps Mortuary Affairs, toll-free at 1-866-787-0081 and follow the voice menu.
Email: NAVMORT@navy.mil